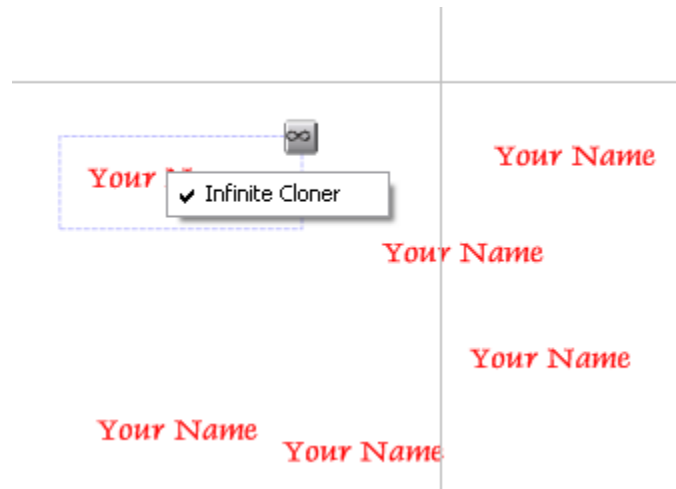
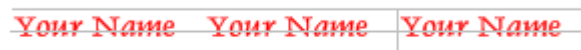


Hands-On Practice 2: Objects in Notebook Software

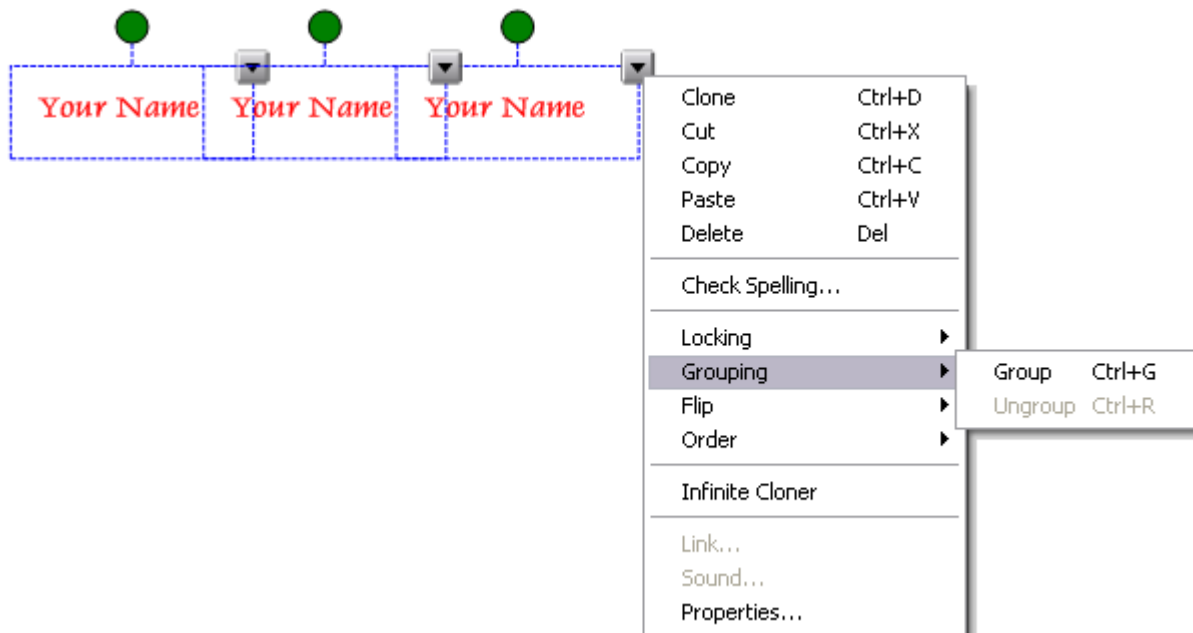
- 1 Launch Notebook 10 by double-clicking on the Notebook 10 software icon on the desktop and open your file.
- 2 Set your Alignment Guidelines (**Format, Alignment**). Click all options to activate them. Click **OK**. The thin lines appear that mark the horizontal and vertical centers of the page. Page one is the active page. Save your file.
- 3 Click on the text box that contains your name. From the drop-down menu, click on **Infinite Cloner**. From the original, drag five copies of your name to various locations on the page. Turn off the **Infinite Cloner**. (Right click on the original, and click on the **Infinite Cloner** box to deselect it.)



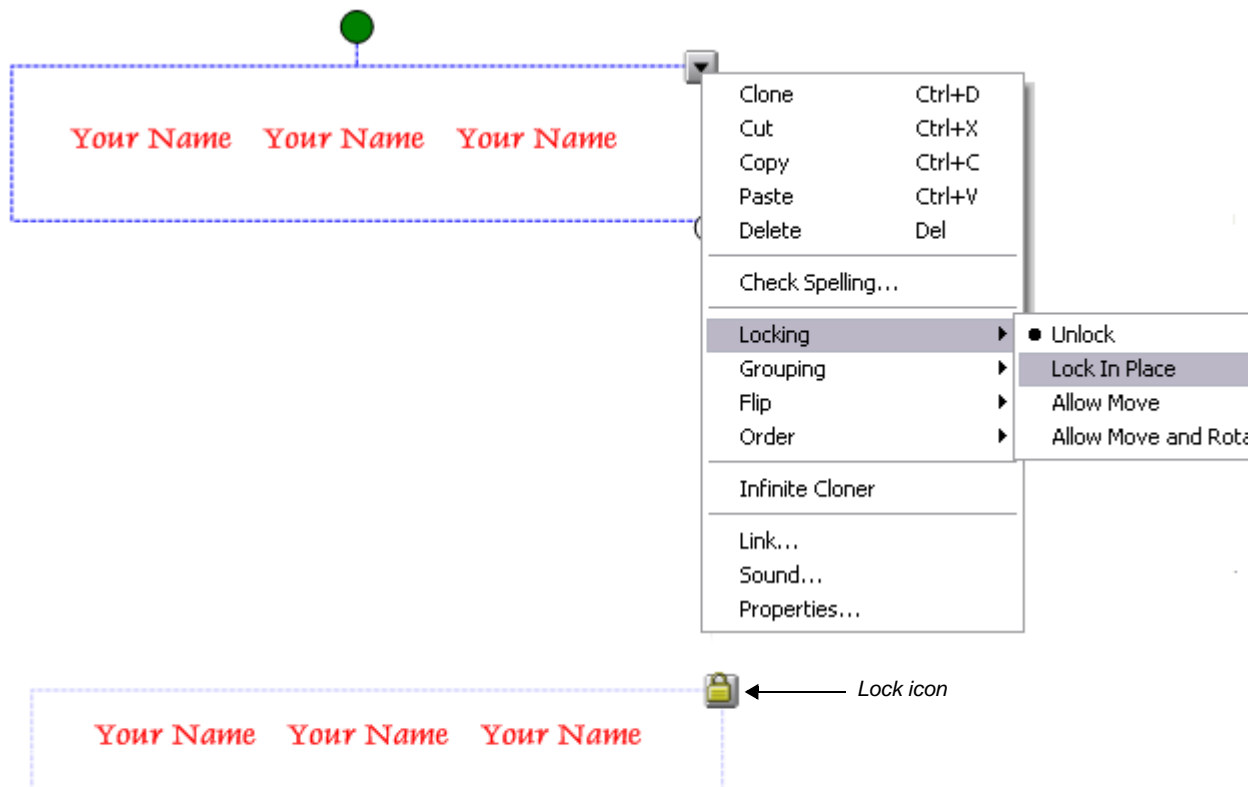
- 4 Align three of your names by dragging them. Note: with the alignment guides on, grids appear to help you align the objects vertically and horizontally.



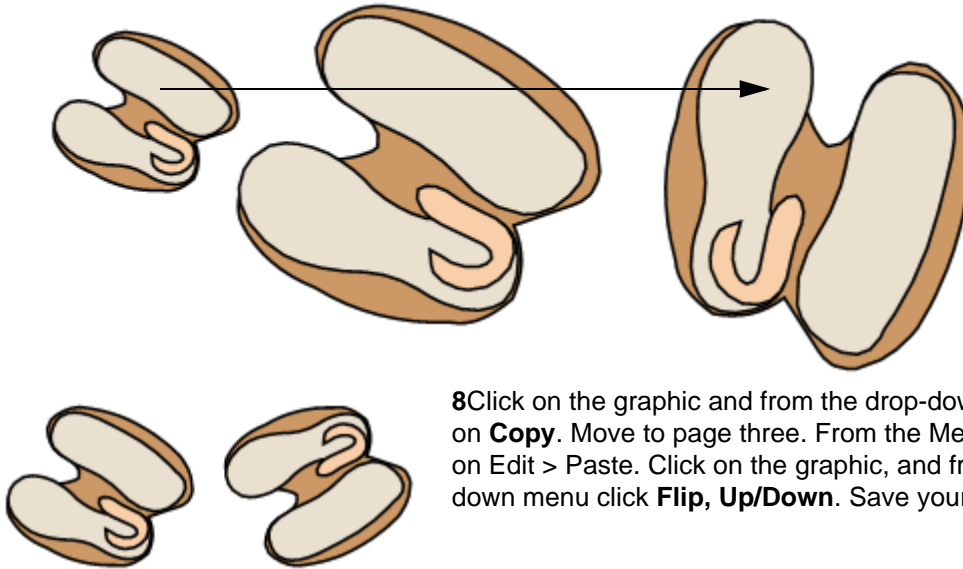
- 5 Hold down the left mouse key, and drag to select all three names. Click on one of the drop-down menus, and click **Grouping, Group**. The three objects are now one.



- 6 Click on the drop-down menu, and select **Locking, Lock in Place**. The object is now locked, cannot be moved. (If you wanted to unlock the object, from the Menu bar, click **Edit, Select All Locked Nodes**. Then, click the locked icon, and click **Unlock**.) Save your file.

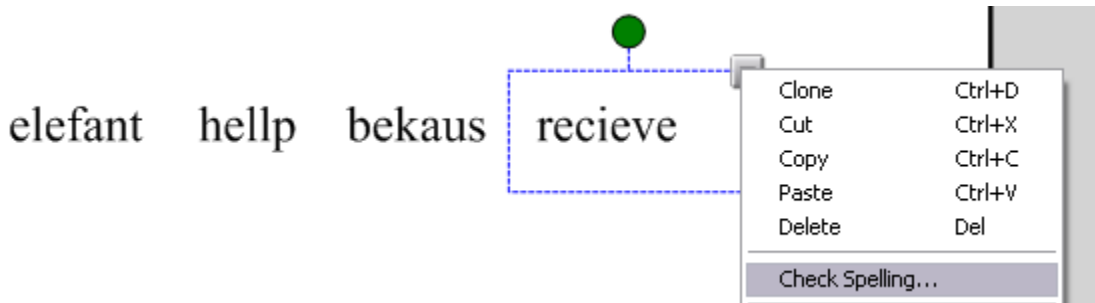


- 7 Move to page two. Click on your graphic object. Make the picture larger by dragging on the clear circle. Rotate the picture by dragging on the solid circle. Save your file.



8 Click on the graphic and from the drop-down menu, click on **Copy**. Move to page three. From the Menu bar, click on Edit > Paste. Click on the graphic, and from the drop-down menu click **Flip, Up/Down**. Save your file.

- 9 Click the **Add Page** icon to add another page. You are now on the newly created, blank page four. Click the **Text Box** icon, and add four text boxes containing the words *hellp*, *bekaus*, *recieve*, and *elefant*. Click the **Select** icon, and click on one of the words. From the drop-down menu, click **Check Spelling**. Correct the spelling of your four words. Save your file.



- 10 Click the **Add Page** icon to add another page. You are now on the newly created page five. Click the **Text Box** icon, turn on the Spell Checker by clicking the icon. Add four text boxes containing the words *hellp*, *bekaus*, *recieve*, and *elefant*. Note: to have the spelling checked automatically, you must tap the space bar at the end of the word to signify the word is complete. If you do not know the correct spelling, you can right click on the word for suggestions. Save your file.
- 11 Click the **Add Page** icon to add another page. You are now on the newly created page six. Click on the **Create Shape** icon, and draw four shapes of different sizes. Remember, if you want to draw "perfect" circles, hold the Shift key down while you are drawing. Click the Properties side tab. Fill each circle with a different color. Practice ordering your objects by moving them so the overlap, and then bringing objects to the front, or sending objects to the back. Save your file..



- 12 Share your results with your colleagues. Close Notebook software. **File > Exit**

